

John Bald

Skills include:

- Strong writing and editing skills, and the ability to convey information clearly and concisely.
- Ability to work with a variety of development teams and business specialists.
- Web design, HTML and CSS coding.
- Photoshop and Lightroom image editing.

Experience Web Designer

Websites built for businesses, organizations and individuals. Updates made to existing and legacy websites. (2000–present)

Photographer

Landscape and nature photographer with published work in *Down East, Maine* magazine and *Maine Boats, Homes & Harbors*. Adept at Photoshop, Lightroom, and digital imaging for the web.

Events Coordinator for Author Cynthia Lord

Cynthia Lord is a children's book author who gives presentations at schools and conferences across the country (2007–present). *Cindy is my wife*.

- Coordinate author-visit details including contracts and billing, travel and hotel arrangements, and communicate with schools in the months leading up to Cindy's visit.

Technical Writer

Kepware Technologies, Portland, Maine (2005–2007)

- Researched, wrote and edited online help and PDF manuals for Kepware's process automation software.

Senior Technical Writer and Intranet Webmaster

ICS/Tower Hill Insurance Group, Freeport, Maine (1991–2005)

- Responsible for all phases of documentation development, including research, design, writing, verification, and maintenance.
- Webmaster for the corporate intranet (400+ users). My responsibilities included page design, HTML/CSS coding, graphics, daily maintenance and troubleshooting as needed.
- Created online help for over 400 screens, with step-by-step instructions for users with different levels of ability.
- Maintained editorial and formatting standards in the Systems Division.

Technical Writer & Editor

Maine Dept. of Environmental Protection, Scott Paper, Digital Equipment Corporation, Systems Assurance Corporation (1985–1991)

Education B.A., English, University of New Hampshire, 1985